



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Local Systems Support Division School Plant Section 101 Educational Annex Atlanta, Georgia 30334	Application Number <b>77-485</b>	
Application Number 22		Date Received DEC 15 1977	Date Completed DEC 22 1977
2. Person to Contact Tom Scott		Working Title Administrator	Telephone Number 656-2454
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1960 Latest To Date	5. Records Series Title (followed by title used in office; if different)  SCHOOL PLANT MAINTENANCE AND OPERATIONS FILES		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The School Plant Unit works with local school systems to produce and maintain adequate, safe, and attractive school physical facilities. The unit's staff of architects and engineers approves plans for additions and new buildings, inspects existing buildings to assure that structures are safe and that space and equipment are efficiently used, and conducts special workshops and training programs throughout the state for local maintenance and custodial personnel.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining state standards of maintenance, operational and custodial performance in all local school system plants.  Included are: inspection reports, performance reports and related correspondence and documents.  File is arranged: alphabetically by school system.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>8</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? partially duplicated in each local school system
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	2	years.
b. Statute of limitation	0	years.	e. Administrative need	3	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed 3 years to assist in providing cohesion of mission performance in the School Plant Section.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 3 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	12/13/77	Walker L. Baumgardner	12-8-77
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	12-20-77
Secretary of State/Designee		Canell West	12-20-77
Attorney General/Designee		<i>[Signature]</i>	12 21 77

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)